



**EVENT CAPTURE  
USER MANUAL  
(REVISED)**

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# Preface

Event Capture provides a mechanism to track and account for procedures and delivered services which are not handled in any existing Veterans Health Information Systems and Technology Architecture ( **VISTA** ) package. These procedures and services tracked are associated with the patient to whom they were delivered, the provider requesting the service or procedure, and the Decision Support System (DSS) Unit responsible for delivering the service.

This manual discusses the options included in the Event Capture software and is targeted to Event Capture managers and users.



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# Introduction

Event Capture provides a mechanism to track and account for procedures and delivered services which are not handled in any existing **VISTA** package. This manual addresses the Event Capture options.

The procedures and services tracked through Event Capture are associated with the patient to whom they were delivered, the provider requesting the service or procedure and the DSS Unit responsible for delivering the service.

The DSS Units are defined by the VAMC and typically represent the smallest identifiable work unit in a clinical service at the Medical Center. A DSS Unit can correspond to a service, or a section, but it may represent a small division of a section.

Reports of procedures performed or services delivered can be generated for a patient, a provider or group of providers or a DSS Unit.

## Special Instructions for the First-Time Computer User

If you are not very familiar with **VISTA** software applications, we recommend that you study the *DHCP User's Guide to Computing*. This orientation guide is a comprehensive handbook benefiting first time users of any **VISTA** application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resource Management (IRM) staff.

## Online Help

Online help is available by accessing the *Event Capture Online Documentation* option or entering ?[option name] at the option prompt. Help is also available at almost any prompt in **VISTA** software. Entering a question mark (?) will provide information to help you answer the prompt. In some instances entering two or three question marks will provide even further information.

## Package Management/Legal Requirements

This package does not impose any additional legal requirements on the user, nor does it relieve the user of any legal requirements.

## DSS Units Requirements

The DSS Unit is the basic unit of workload used for tracking hospital resources. These units can be a small work unit within a service or a large division within a service.

Each DSS Unit **must** have the required Parent Service, Cost Center, and Medical Specialty defined for use in the Event Capture software.

Parent Service is the controlling service for a DSS Unit. The package will preview the list of possible entries in the SERVICE/SECTION file (#49) to select the appropriate PARENT SERVICE.

Cost Center identifies which service is using the particular DSS Unit. Cost Centers are defined in detail in the MP4-Part V Appendix B of the Fiscal Service cost manuals.

Medical Specialty is the specialty section associated with the DSS Unit.

## Menu Outline

Screen displays may vary among different sites and you may not see the data on your terminal exactly as shown in this manual. Although screens are subject to modification, the major menu options, as they appear in this manual, are fixed and are not subject to modification except by the package developer. The following is a list of the major menu options, and their suboptions. The Event Capture software contains one primary menu option: *Event Capture Menu*, which is divided into four main sections:

MGR	Event Capture Management Menu
E	Event Capture Data Entry
R	Event Capture Reports
O	Event Capture Online Documentation

The *Event Capture Management Menu* does not display unless you have security clearance. See your Application Coordinator to request this security clearance.



## **DSS Coordinator (and Coordinator designee) Menu**

These option menus are available to holders of ECMGR key.

### **Event Capture Management Menu Locked: ECMGR**

- CCL Current Locations (Create/Remove)
- SPE Site Parameters
- DSU DSS Units for Event Capture (Enter/Edit)
- AUA Assign User Access to DSS Units
- RUA Remove User Access to DSS Units
- CAT Local Category (Enter/Edit)
- LPR Local Procedure (Enter/Edit)
- ECS Event Code Screens (Create)
- SYN Procedure Synonym/Default Volume (Enter/Edit)
- IEC Inactivate Event Code Screens
- ALP Activate/Inactivate Local Procedures
- LCD Activate/Inactivate Local Category
- RPT Management Reports...
  - National/Local Procedure Reports
  - Category Reports
  - Print Category and Procedure Summary
  - Summary of Procedures and Categories (Old File)

## **Data Entry Personnel Menu**

### **Event Capture Data Entry**

- Enter/Edit Patient Procedures
- Batch Enter Event Capture Data
- Data Entry (Batch) by Procedure

### **Event Capture Reports**

- Patient Summary - Event Capture
- AMIS Summary - Event Capture
- Provider Summary Report
- Ordering Section Summary Report
- Provider (1-3) Summary Report
- PCE Data Summary

### **Event Capture Online Documentation**



# Implementing and Maintaining Event Capture

Event Capture is implemented by using the Event Capture Management Menu options. This includes the options used to create screens, allocate DSS Units, and restrict reporting sections. Access to this menu should be restricted to the package coordinator and his or her designees. The following steps are a guide for the Event Capture Application Coordinator to use in initializing the package.

- Step 1                      If your site currently has Event Capture installed, you should run the *Summary of Procedures and Categories (Old File)* option. If not, begin with Step 2.
- Step 2                      Initialize your site by creating an Event Capture location using the *Current Locations (Create/Remove)* option. No further options are functional until you create an Event Capture location.
- Step 3                      Establish DSS Units for each service by using the *DSS Units for Event Capture (Enter/Edit)* option. Contact your services management representative for DSS Unit and individual product resource tracking needs. No further options are functional until you create the DSS Units.
- To pass data to the Patient Care Encounter (PCE) software, you must select a method for sending the data to PCE at the DSS Unit level. Select A to send all your data for this DSS Unit to PCE, select O to send outpatient data only, or select N to send no data to PCE. If you do not select a method for a given DSS Unit, no data will be sent to PCE for that DSS Unit.
- Step 4                      Before setting up Event Capture screens that relate DSS Unit-category-procedure to the individual patient products, you can create local categories using the *Local Category (Enter/Edit)* option. The software does not point to any other file, so you can enter the descriptive name which suits your facility best. Categories are not site restrictive, so it is possible to have units which use categories, and units which do not use categories at the same site. Sites that have units without local categories can skip this step.

This option also allows you to edit the name of local categories. If you entered the category incorrectly (e.g., acute cake, instead of acute care), this option will allow you to correct the mistake. You cannot delete entries in the local category file, but you can change the name.

The *Category Reports* option can be used to print a report on the local categories which you have established. You can print this report by active categories, inactive categories, or all categories.

The *Activate/Inactivate Local Category* option allows you to selectively inactivate local categories. You can inactivate a local category using this option by choosing a category and entering yes. (This does not delete the entry, only inactivates it.) To re-activate a category, choose an inactivated category and enter yes. This deletes the inactivation date and activates the category again.

#### Step 5

Then, if desired, you can enter new local procedures to the EC NATIONAL PROCEDURE file (#725) using the *Local Procedure (Enter/Edit)* option.

This option is also used to edit the name of existing local procedures. You cannot delete entries in the local procedure file, but you can change the name.

A default or closely associated CPT code is required to pass local procedures to PCE. Edit your existing local procedures and select as associated CPT code if your site wants this workload data sent to PCE.

You can inactivate a local procedure using the *Activate/Inactivate Local Procedures* option by choosing a procedure and entering yes. (This does not delete the entry, only inactivates it.) To re-activate a procedure, choose an inactivated procedure and enter yes. This deletes the inactivation date and activates the procedure again.

A report listing the national and local procedures is available using the *National/Local Procedure Report* option. You can choose to print this report by active procedures or inactive procedures. CPT codes, if defined, will display on these reports.

## Step 6

In some instances, certain procedures are recognized by a different name than the standard procedure name. Using the *Event Code Screens (Create)* option, you may associate the locally accepted name for an Event Capture procedure with a specific DSS Unit. You create an event code screen for each procedure tracked in the DSS software using the *Event Code Screens (Create)* option. When creating an event code screen, you are prompted to enter location-DSS Unit-category-procedure. You must create a screen for the procedure before the procedure can be used for data entry.

If the DSS Unit selected has been marked to send data to PCE, you will be prompted to define an active associated clinic for this event code screen. This associated clinic will be displayed as the default clinic during the manual data entry process. The *Procedure Synonym/Default Volume (Enter/Edit)* option allows you to edit the associated clinic for existing event code screens.

This synonym can then be used for all future references to the procedure. Please note, the synonyms are associated with the EC Event Code Screens, so it is possible to have different synonyms for the same procedure. This is possible even within the same DSS Unit if the same procedure is used under two different categories. On all reports, the software first checks for an entered synonym, and uses that synonym if it is present.

## Step 7

Sometimes procedures in Event Capture will no longer be used. The Event Code Screens cannot be deleted from the file, but can be inactivated. Using the *Inactivate Event Code Screens* option, you can inactivate a procedure from further use. If the procedure is subsequently reactivated, you simply re-enter the Event Code Screen which will effectively reactivate the screen.

## Step 8

By assigning specific DSS Units, you can restrict a user's access for data entry with the *Assign User Access to DSS Units* option. (You will need to contact each service for a list of Event Capture users.) Users must be assigned DSS Units or the security key ECALLU (access to all units) before entering any procedures.

- Step 9                      You may need to remove a user's access from a specific DSS Unit or inactivate a DSS Unit if it is no longer used. The *Remove User Access to DSS Units* option allows you these maintenance features. Note that if you remove user access to DSS Units and the user of this option holds the ECALLU security key, this will override the removal of this access.
- Step 10                     Now you can print the screens sorted by DSS Units using the *Print Category and Procedure Summary* option. You can print one or all DSS Units and one or all categories within each DSS Unit. All procedures print for each category. This report can be generated as a procedure reference for data entry clerks. The clinic associated with the event code screen will be displayed on this report.
- Step 11                     The Event Capture package has been successfully initialized. Your services can now enter data using the *Event Capture Data Entry* options, and provide summary reports using the *Event Capture Reports* options.

# Entering Event Capture Data

The options on the *Event Capture Data Entry* menu option are used to enter procedures for an Event Capture patient. Please note that both DATE and TIME are required when entering procedures. Data can be entered either of the following three ways.

**Step 1**                      The *Enter/Edit Patient Procedures* option allows you to enter multiple procedures performed on an individual patient. You are asked to enter DSS Unit, category, procedure, patient, date and time, and ordering section. If sending data to PCE, associated clinic, ICD-9 code, and in/outpatient will be prompted. If the user marks this record as an outpatient encounter, agent orange, radiation exposure, environmental contaminants, and service connected will additionally be asked. Provider/providers and volume will be asked for all records. If category and procedure are one-to-one, that is, only one procedure was defined for that category, you will not be prompted for procedure. If DSS Unit and category are one to one, that is, only one category is defined for that DSS Unit, you will not be prompted for category.

Provider refers to the actual provider of care performing the procedure. This provider can be a doctor, nurse, technician, or any designated team of medical professionals. You can enter as many as three providers (and corresponding provider type); however, the computer will display only the first provider entry.

Or

**Step 2**                      The *Batch Enter Event Capture Data* option allows you to enter a given procedure or procedures for several patients within the same service and section. You are asked to enter the DSS Unit, ordering section, provider/providers, provider type, date and time, volume, patients, and procedures. If DSS Unit and category are one to one, that is, only one category is defined for that DSS Unit, you will not be prompted for category. Any corrections to patient data must be entered using the *Enter/Edit Patient Procedure* option.

After immediately selecting patient, you will be prompted for information relating to this specific patient encounter if data is being sent to PCE for the DSS Unit defined. ICD-9 code, in/outpatient, and associated clinic will be prompted. If the user marks this record as an outpatient encounter, agent orange, radiation exposure, environmental contaminants, and service connected will additionally be asked.

Or

### Step 3

The *Data Entry (Batch) by Procedure* option allows you to batch enter patient workload by a procedural order. For a given DSS Unit and procedure, users can batch enter patient data, ordering section, and volume. You are asked to enter the DSS Unit, date and time, provider/providers, provider type, category (if utilized), procedure, patient, and volume. When sending data to PCE for the DSS Unit selected, you will be prompted for ICD-9 code, in/outpatient, and associated clinic. If the user marks this record as an outpatient encounter, agent orange, radiation exposure, environmental contaminants, and service connected will additionally be asked. Ordering section will be asked for all records.



## Examples of Entering Data without PCE

### Example 1: Enter/Edit Patient Procedures if not using Patient Care Encounter (PCE)

Select Event Capture Data Entry Option: Enter/Edit Patient Procedures

Event Capture Locations:

1. BATAVIA, NY
2. BIRMINGHAM ISC

Select Number: 2

Select DSS Unit: CONSULTS

Location: BIRMINGHAM ISC  
DSS Unit: CONSULTS

Select Patient: BOULDER,JOHN      01-01-23      654326546      NSC VETERAN  
Enter Date/Time of Procedure: T (APR 25, 1996) REHAB MEDICENE (#90600)

Procedure: REHAB CONSULT (#90600)

ENTERING A NEW PROCEDURE FOR BOULDER,JOHN ...

LOCATION: BIRMINGHAM ISC  
SERVICE: REHAB MEDICENE  
SECTION: REHAB MEDICENE  
CATEGORY: None

PROCEDURE: REHAB CONSULT 90600  
VOLUME: 4// 2  
ORDERING SECTION: BLIND REHAB// <RET>  
PROVIDER: CLERK,DIANA      DJC  
PROVIDER TYPE: PHYSICIAN  
    1    PHYSICIAN  
    2    PHYSICIAN ASSISTANT  
CHOOSE 1-2: 1  
PROVIDER #2: BRADY,ALISON      ASC  
PROVIDER #2 TYPE: NURSE  
    1    NURSE  
    2    NURSE PRACTITIONER  
CHOOSE 1-2: 1  
PROVIDER #3: <RET>

Location: BIRMINGHAM ISC      Service: REHAB MEDICENE  
Section: REHAB MEDICENE      DSS Unit: CONSULTS  
Patient: BOULDER,JOHN      Procedure Date: Apr 25, 1996

- |    |                      |             |
|----|----------------------|-------------|
| 1. | Category : None      | CLERK, D    |
|    | Procedure: 90600 (2) | BLIND REHAB |

Select a number to edit/delete, or enter N to create a New Procedure:

Location: BIRMINGHAM ISC      Service: REHAB MEDICENE

## Entering Event Capture Data

Section: REHAB MEDICINE

DSS Unit: CONSULTS

Select Patient: <RET>

Select Event Capture Data Entry Option: <RET>

## Example 2: Batch Enter Event Capture Data if not using PCE

Select Event Capture Data Entry Option: Batch Enter Event Capture Data

Event Capture Locations:

1. BATAVIA, NY
2. BIRMINGHAM ISC

Select Number: 2

Select DSS Unit: CONSULTS

Location: BIRMINGHAM ISC

DSS Unit: CONSULTS

Ordering Section: CHAPLAIN

Provider: CLERK,DIANA DJC

Provider Type: SOCIAL WORKER

Provider #2: BRADY,ALISON ASC

Provider Type #2: STUDENT

Provider #3: <RET>

Procedure Date: T (APR 25, 1996)

Volume: 1// <RET>

Location: BIRMINGHAM ISC

Ordering Section: CHAPLAIN

DSS Unit: CONSULTS

Procedure Date: Apr 25, 1996

Volume: 1

Provider: CLERK,DIANA

Type: SOCIAL WORKER

Provider #2: BRADY,ALISON

Type: STUDENT

Select Patient: BALTIMORE,LORD 03-03-30 321984352 SC VETERAN

Select Next Patient: BLUE,SUE 02-14-62 789445555 NO COLLATERAL

Select Next Patient: DOVER,WALT 05-07-23 321323214 NO NSC VETERAN

Select Next Patient: PATIENT,TEST SIX 04-05-67 382486207 SC VETERAN

Select Next Patient: <RET>

Patients Selected for Batch Entry:

1. BALTIMORE,LORD

2. BLUE,SUE

3. DOVER,WALT

4. PATIENT,TEST SIX

Is this list correct ?? YES// <RET>

Location: BIRMINGHAM ISC

Ordering Section: CHAPLAIN

DSS Unit: CONSULTS

Procedure Date: Apr 25, 1996

Volume: 1

Provider: CLERK,DIANA

Type: SOCIAL WORKER

Provider #2: BRADY,ALISON

Type: STUDENT

Category: None

CHAPLAIN CONSULT (#90610)

Procedure: CHAPLAIN CONSULT (#90610)

## Entering Event Capture Data

Category: None  
Procedure: CHAPLAIN CONSULT  
Volume: 1  
Ord Section: CHAPLAIN  
Provider: CLERK,DIANA SOCIAL WORKER  
Prov #2: BRADY,ALISON STUDENT

Is this information correct ?? YES// <RET>

You have completed 1 procedure for the patients selected.

I will now enter these procedures in the file. OK ?? YES// <RET>

I am now sending these procedures to background for filing.

Press <RET> to continue: <RET>

Location: BIRMINGHAM ISC  
Ordering Section: CHAPLAIN  
DSS Unit: CHAPLAIN  
Procedure Date: Apr 25, 1996  
Volume: 1  
Provider: CLERK,DIANA Type: SOCIAL WORKER  
Provider #2: BRADY,ALISON Type: STUDENT

Select Patient: <RET>  
Select DSS Unit: <RET>

Enter/Edit Patient Procedures  
Batch Enter Event Capture Data  
Data Entry (Batch) by Procedure

Select Event Capture Data Entry Option: <RET>

### Example 3: Data Entry (Batch) by Procedure if not using PCE

Select Event Capture Data Entry Option: Data Entry (Batch) by Procedure

Event Capture Locations:

1. BATAVIA, NY
2. BIRMINGHAM ISC
3. FARGO, ND

Select Number: 2

Select DSS Unit: CONSULTS

Location: BIRMINGHAM ISC

DSS Unit: CONSULTS

Provider: CLERK, DIANA DJC

Provider Type: PHYSICIAN

1 PHYSICIAN

2 PHYSICIAN ASSISTANT

CHOOSE 1-2: 1

Provider #2: BRADY, ALISON ASC DOC Documenter

Provider Type #2: NRSE

1 NURSE

2 NURSE PRACTITIONER

CHOOSE 1-2: 1

Provider #3: <RET>

Procedure Date: T (APR 25, 1996)

Location: BIRMINGHAM ISC

Procedure Date: Apr 25, 1996

Provider: CLERK, DIANA

Type: PHYSICIAN

Provider #2: BRADY, ALISON

Type: NURSE

REHAB MEDICINE (#90600)

Procedure: REHAB MEDICINE (#90600)

Category: None

Procedure: REHAB MEDICINE

Provider: CLERK, DIANA

PHYSICIAN

Prov #2: BRADY, ALISON

NURSE

Is this information correct ?? YES// <RET>

Location: BIRMINGHAM ISC

DSS Unit: CONSULTS

Category: None

Procedure: REHAB MEDICINE 90600

Procedure Date: Apr 25, 1996

Provider: CLERK, DIANA

Type: PHYSICIAN

Provider #2: BRADY, ALISON

Type: NURSE

Select Patient: DOVER, WALTER 03-02-43 453239856 NSC VETERAN

## Entering Event Capture Data

DSS Unit: CONSULTS  
Procedure: REHAB MEDICENE 90600  
Patient: DOVER,WALTER

Category: None

Ordering Section: INFECTIOUS DISEASE  
Volume: 1// <RET>

Select Next Patient: BEVILL,S. A. 09-09-39 444745551 YES SC  
VETERAN

DSS Unit: CONSULTS  
Procedure: REHAB MEDICENE 90600  
Patient: BEVILL,S. A.

Category: None

Ordering Section: SOCIAL WORK  
Volume: 1// <RET>

Select Next Patient: PATIENT,TEST ONE 03-04-55 382486202 SC  
VETERAN

DSS Unit: CONSULTS  
Procedure: REHAB MEDICENE 90600  
Patient: PATIENT,TEST ONE

Category: None

Ordering Section: CHAPLAIN  
Volume: 1// <RET>

Select Next Patient: <RET>

Patients Selected for Batch Entry:

1. DOVER,WALTER
2. BEVILL,S. A.
3. PATIENT,TEST ONE

Is this list correct ?? YES// <RET>

You have selected REHAB MEDICENE (90600)  
for this group of patients.

I will now enter these patient procedures in the file. OK ?? YES// <RET>

I am now sending these procedures to background for filing.

Press <RET> to continue: <RET>

Location: BIRMINGHAM ISC  
Procedure Date: Apr 25, 1996  
Provider: CLERK,DIANA  
Provider #2: BRADY,ALISON  
REHAB MEDICENE (#90600)

Type: PHYSICIAN  
Type: NURSE

Procedure: REHAB MEDICENE (#90600)

Category: None  
Procedure: REHAB MEDICENE  
Provider: CLERK,DIANA  
Prov #2: BRADY,ALISON

PHYSICIAN  
NURSE

## Entering Event Capture Data

Is this information correct ?? YES// <RET>

Location: BIRMINGHAM ISC

DSS Unit: CONSULTS

Procedure: REHAB MEDICINE 90600

Procedure Date: Apr 25, 1996

Provider: CLERK,DIANA

Provider #2: BRADY,ALISON

Category: None

Type: PHYSICIAN

Type: NURSE

Select Patient: <RET>

No action taken.

Press <RET> to continue <RET>

Select DSS Unit: <RET>

Enter/Edit Patient Procedures  
Batch Enter Event Capture Data  
Data Entry (Batch) by Procedure

Select Event Capture Data Entry Option: <RET>

## Examples of Entering Data using PCE

### Example 1: Enter/Edit Patient Procedures using PCE

Select Event Capture Data Entry Option: Enter/Edit Patient Procedures

Event Capture Locations:

1. BIRMINGHAM ISC OP CLINIC
2. FARGO, ND
3. ISC-BIRMINGHAM, AL

Select Number: 2

Select DSS Unit: HOME CARE                      AMB1

Location: FARGO, ND  
DSS Unit: HOME CARE

Select Patient: SMITH,BONNIE                      12-25-45                      342765634                      NSC  
VETERAN

Enter Date and Time of Procedure: N (APR 03, 1997@15:13)

Categories within HOME CARE:

1. GROUP PSYCHOTHERAPY
2. AMBULATORY CARE

Select Number: 2

Category: AMBULATORY CARE

Enter Procedure: 99332 AMB1 (#99332)

ENTERING A NEW PROCEDURE FOR SMITH,BONNIE ...

LOCATION: FARGO, ND  
SERVICE: OUTREACH  
SECTION: AMBULATORY CARE  
CATEGORY: AMBULATORY CARE

PROCEDURE: AMB1 99332

VOLUME: 1// <RET>

ORDERING SECTION: AMBULATORY CARE// <RET>

ASSOCIATED CLINIC: GROUP SESSION// <RET>

ICD-9 CODE: V58.89 V58.89                      OTH SPEC AFTERCARE

...OK? Yes// <RET> (Yes)

IN/OUTPATIENT: O OUTPATIENT

AGENT ORANGE: N NO

RADIATION EXPOSURE: N NO

ENVIRONMENTAL CONTAMINANTS: N NO

SERVICE CONNECTED: Y YES

PROVIDER: SALAMANDER,DAVID

PROVIDER TYPE: MD

- 1 MD INTERN
- 2 MD RESIDENT
- 3 MD FELLOW
- 4 MD PHYSICIAN

CHOOSE 1-4: 4 PHYSICIAN

PROVIDER #2: <RET>



## Entering Event Capture Data

Location: FARGO, ND  
Section: AMBULATORY CARE  
Patient: SMITH,BONNIE

Service: OUTREACH  
DSS Unit: HOME CARE  
Procedure Date: Apr 03, 1997@15:13

1. Category : AMBULATORY CARE  
Procedure: REST HOME VISIT, ESTAB PAT (1)

SALAMANDER, D  
AMBULATORY CA

Select a number to edit/delete, or enter N to create a New Procedure: <RET>

Location: FARGO, ND  
Section: AMBULATORY CARE  
Select Patient: <RET>

Service: OUTREACH  
DSS Unit: HOME CARE

## Entering Event Capture Data

### Example 2: Batch Enter Event Capture Data using PCE

Select Event Capture Data Entry Option: Batch Enter Data by Patient

Event Capture Locations:

1. BIRMINGHAM ISC OP CLINIC
2. FARGO, ND
3. ISC-BIRMINGHAM, AL

Select Number: 2

Select DSS Unit: HOME CARE AMB1

Location: FARGO, ND

DSS Unit: HOME CARE

Ordering Section: AMBULATORY CARE

Provider: SALAMANDER,DAVID

Provider Type: MD

- 1 MD INTERN
- 2 MD RESIDENT
- 3 MD FELLOW
- 4 MD PHYSICIAN

CHOOSE 1-4: 4 PHYSICIAN

Provider #2: <RET>

Procedure Date and Time: N (APR 03, 1997@15:14)

Location: FARGO, ND

Ordering Section: AMBULATORY CARE

DSS Unit: HOME CARE

Procedure Date: Apr 03, 1997@15:14

Provider: SALAMANDER,DAVID

Type: PHYSICIAN

Select Patient: SMITH,BONNIE

12-25-45 342765634

NSC VETERAN

ICD-9 Code (Diagnosis): V58.89

OTH SPEC AFTERCARE

Inpatient or Outpatient: OUTPATIENT

Associated Clinic: GROUP SESSION

Agent Orange: NO

Radiation Exposure: NO

Environmental Contaminants: NO

Service Connected: YES

Select Next Patient: <RET>

Patients Selected for Batch Entry:

1. SMITH,BONNIE

Is this list correct ? YES// <RET>

Location: FARGO, ND

Ordering Section: AMBULATORY CARE

DSS Unit: HOME CARE

Procedure Date: Apr 03, 1997@15:14

Provider: SALAMANDER,DAVID

Type: PHYSICIAN

Categories within HOME CARE:

1. GROUP PSYCHOTHERAPY
2. AMBULATORY CARE

Select Number: 2

Location: FARGO, ND  
Ordering Section: AMBULATORY CARE  
DSS Unit: HOME CARE  
Procedure Date: Apr 03, 1997@15:14  
Provider: SALAMANDER,DAVID  
Category: AMBULATORY CARE

Type: PHYSICIAN

Enter Procedure: 99332 AMB1 (#99332)

Volume: 1// <RET>

Category: AMBULATORY CARE  
Procedure: REST HOME VISIT, ESTAB PAT  
Volume: 1  
Ord Section: AMBULATORY CARE  
Diagnosis: V58.89  
Provider: SALAMANDER,DAVID

Outpatient  
PHYSICIAN

Is this information correct ? YES// <RET>

Enter Procedure: <RET>

You have completed 1 procedure for the patients selected.

I will now enter these procedures in the file. OK ? YES// <RET>

I am now sending these procedures to background for filing.

Press <RET> to continue: <RET>

Location: FARGO, ND  
Ordering Section: AMBULATORY CARE  
DSS Unit: HOME CARE  
Procedure Date: Apr 03, 1997@15:14  
Provider: SALAMANDER,DAVID

Type: PHYSICIAN

Select Patient: <RET>

## Entering Event Capture Data

### Example 3: Data Entry (Batch) by Procedure using PCE

Select Event Capture Data Entry Option: Data Entry (Batch) by Procedure

Event Capture Locations:

1. BIRMINGHAM ISC OP CLINIC
2. FARGO, ND
3. ISC-BIRMINGHAM, AL

Select Number: 2

Select DSS Unit: HOME CARE AMB1

Location: FARGO, ND

DSS Unit: HOME CARE

Provider: SALAMANDER,DAVID

Provider Type: MD

- 1 MD INTERN
- 2 MD RESIDENT
- 3 MD FELLOW
- 4 MD PHYSICIAN

CHOOSE 1-4: 4 PHYSICIAN

Provider #2: <RET>

Procedure Date and Time: N (APR 03, 1997@15:16)

Location: FARGO, ND

Procedure Date: Apr 03, 1997@15:16

Provider: SALAMANDER,DAVID

Type: PHYSICIAN

Categories within HOME CARE:

1. GROUP PSYCHOTHERAPY
2. AMBULATORY CARE

Select Number: 2

Location: FARGO, ND

Procedure Date: Apr 03, 1997@15:16

Provider: SALAMANDER,DAVID

Type: PHYSICIAN

Enter Procedure: 99332 AMB1 (#99332)

Category: AMBULATORY CARE

Procedure: REST HOME VISIT, ESTAB PAT

Provider: SALAMANDER,DAVID

PHYSICIAN

Is this information correct ? YES// <RET>

## Entering Event Capture Data

Location: FARGO, ND  
DSS Unit: HOME CARE  
Procedure: AMB1 99332  
Procedure Date: Apr 03, 1997@15:16  
Provider: SALAMANDER,DAVID

Category: AMBULATORY CARE

Type: PHYSICIAN

Select Patient: SMITH,BONNIE 12-25-45 342765634 NSC VETERAN

DSS Unit: HOME CARE  
Procedure: AMB1 99332  
Patient: SMITH,BONNIE

Category: AMBULATORY CARE

Ordering Section: AMBULATORY CARE

Volume: 1// <RET>

ICD-9 Code (Diagnosis): V58.89 V58.89 OTH SPEC AFTERCARE

...OK? Yes// <RET> (Yes)

Inpatient or Outpatient: OUTPATIENT

Associated Clinic: GROUP SESSION// <RET> GROUP SESSION

Agent Orange: NO

Radiation Exposure: NO

Environmental Contaminants: NO

Service Connected: YES

Select Next Patient: <RET>

Patients Selected for Batch Entry:

1. SMITH,BONNIE

Is this list correct ? YES// <RET>

You have selected AMB1 (99332)  
for this group of patients.

I will now enter these patient procedures in the file. OK ? YES// <RET>

I am now sending these procedures to background for filing.

Press <RET> to continue: <RET>

Location: FARGO, ND  
Procedure Date: Apr 03, 1997@15:16  
Provider: SALAMANDER,DAVID

Type: PHYSICIAN

Categories within HOME CARE:

1. GROUP PSYCHOTHERAPY
2. AMBULATORY CARE

Select Number: <RET>

Select Event Capture Data Entry Option: <RET>

# About Event Capture Options

## ***Event Capture Management Menu***

This menu option accesses the menus needed for management of the Event Capture software. This includes the allocation of DSS Units, the assignment of users to these units, the additions of local procedures and categories, the formation of Event Code Screens, as well as several reports for use by Event Capture managers.

### ***Current Locations (Create/Remove)***

With this option you initialize your site by creating or removing locations for Event Capture. A location can be your hospital, or a division in a multidivisional facility. Unless a location is created for Event Capture use, you may not establish DSS Units for that location. No further options are functional until you create an Event Capture location.

### ***DSS Units for Event Capture (Enter/Edit)***

You enter and edit DSS Units with this option. The DSS Unit can be as large as an entire ward, or as small as a single clinic office. The DSS Unit is the basic unit of workload used for tracking hospital resources. These units can be as detailed as an individual medical equipment item used in patient procedures to a section within a service, or as broad as a service to a complete division within the medical center. Once you have created an Event Capture location, other options are not functional until you create the DSS Units.

In updating the software to pass certain workload data to the Patient Care Encounter (PCE) software, additional EC information is required to pass this data to PCE. You must select a method for sending data to PCE at the DSS Unit level. Select A to send all your data for this DSS Unit to PCE, select O to send outpatient only, or select N to send no data to PCE for this DSS Unit. If you do not select a method, no data will be sent to PCE.

### ***Assign User Access to DSS Units***

By assigning specific DSS Units, you can restrict a user's access for data entry. This option allows you to assign different DSS Units to specific individuals. (You will need to contact each service for a list of Event Capture users.) Users must be assigned DSS Units or the security key ECALLU (access to all units) before entering any procedures. Only users that should have access to **all** units should be assigned the security key for this option. It is suggested that this key be given to the DSS Manager and his or her designees. It is suggested that assignment of access to DSS Units be limited to those individuals who have responsibility for data input into those units.



Having the options on their **VISTA** menus will still not allow users to input data. Assigning access will still require the assignment of options within the Menu Manager. It should be remembered that for access to the DSS Units to be complete, access must be granted through both the Menu Manager and the Event Capture option *Assign User Access to DSS Units*.

### ***Remove User Access to DSS Units***

Use this option to delete a user's access to a specific DSS Unit. Removing a user's access prevents them from entering data even if you do not remove the options from their **VISTA** menus.



If you remove user access to DSS Units and the user of this option holds the ECALLU security key, this will override the removal of this access.

### ***Local Category (Enter/Edit)***

Using this option you can enter or edit new local categories. Enter the descriptive name which suits your facility best (e.g., if the DSS Unit is Speech and Audiology, the category could be Speech Evaluation). The category you have entered will be displayed and a prompt will ask if that is correct. If you answer yes, the category will be added to the file.

Categories are not site restrictive, so it is possible to have units which use categories, and units which do not use categories at the same site. Sites that have units without local categories do not have to use this option.

This option also allows you to edit the name of existing local categories. If you entered the category incorrectly (e.g., acute cake, instead of acute care), this option allows you to correct the mistake. You cannot delete entries in the local category file, but you can change the name.

### ***Local Procedure (Enter/Edit)***

If desired, you can enter new local procedures to the EC NATIONAL PROCEDURE file using this option. Enter the descriptive name which suits your facility best (e.g., if the DSS Unit is Speech and Audiology, the category Speech Evaluation; then, the procedure might be Speech Treatments). You must also enter a local procedure code number for this procedure. This number must have at least five characters, starting with one uppercase alpha character, no more than five characters, and not contain an embedded up-arrow.

This option is also used to edit the name of existing local procedures. You cannot delete entries in the local procedure file, but you can change the name.

In updating the software to pass certain workload data to the Patient Care Encounter (PCE) software, additional EC information is required. A default or closely associated CPT code is required to pass local procedures to PCE. Please edit your existing local procedures and select an associated CPT code if your site wants this workload data sent to PCE.

### ***Event Code Screens (Create)***

When creating an event code screen using this option, you are prompted to enter a location, DSS Unit, category (if applicable), and the specific procedure. Event code screens are unique combinations of location, DSS Unit, category, and procedure that define patient procedures. For example, DSS Unit: Speech and Audiology; Category: Speech Evaluations; and Procedure: Speech Treatments could be used for an event code screen. Location and DSS Unit must be defined before an event code screen can be created. Event code screens must be defined before any event capture data can be entered.

You can enter as many procedures as necessary for each DSS Unit. During data entry, users will be able to select only those procedures defined within the Event Code Screens.

In updating the software to pass certain workload data to the Patient Care Encounter (PCE) software, additional EC information is required. An active associated clinic and CPT code is required to pass EC procedures to PCE. The associated clinic entered for an event code screen will be displayed as a default clinic to users during the manual data entry process. Please edit your existing local procedures and select an associated CPT code if your site wants this workload data sent to PCE.



### ***Procedure Synonym/Default Volume (Enter/Edit)***

In some instances, certain procedures are recognized locally by a different name than the standard procedure name. With this option, you can enter or edit the synonym (locally recognized name) for an Event Capture procedure with a specific DSS Unit. To enter or edit the synonym, you must have access to the location, the DSS Unit, and the category. This synonym can then be used for all future references to the procedure.



The synonyms are associated with the EC Event Code Screens, so it is possible to have different synonyms for the same procedure. This is possible even within the same DSS Unit if the same procedure is used under two different categories.

Once a synonym has been entered, the procedure for data entry and synonym editing can only be called by that particular synonym. On all reports, the software first checks for an entered synonym, and uses that synonym if it is present.

In updating the software to pass certain workload data to the Patient Care Encounter (PCE) software, additional EC information is required. If the DSS Unit selected has been marked to send data to PCE, you will be prompted to define an active associate clinic or edit the existing associated clinic for the event code screen. This associated clinic will be displayed as the default clinic for users during the manual data entry process.

### ***Inactivate Event Code Screens***

Sometimes procedures in Event Capture will no longer be used. The Event Code Screens cannot be deleted from the file, but can be inactivated. Using the *Inactivate Event Code Screens* option, you can inactivate a procedure from further use. You are prompted for the DSS Unit, the category (if applicable), and the procedure.



This option only inactivates the procedure for the particular screen selected. **It does not inactivate the procedure itself.**

### ***Activate/Inactivate Local Procedures***

You can inactivate a local procedure which you have entered or re-activate a procedure which you have previously inactivated by using the *Activate/Inactivate Local Procedures* option. At the date prompt, enter the appropriate date to inactivate a procedure. (This does not delete the entry, only inactivates it.) To re-activate a procedure, enter @ at the date prompt. This deletes the inactivation date and activates the procedure again.

### ***Activate/Inactivate Local Category***

The *Activate/Inactivate Local Category* option allows you to selectively inactivate local categories. At the date prompt, enter the appropriate date to inactivate the category. Once the inactivation date is reached, the category remains in the file, but will not be seen by the user as a valid selection for category. (This does not delete the entry, only inactivates it.) To re-activate a category, enter @ at the date prompt. This deletes the inactivation date and activates the category again.

### ***Management Reports***

This menu option allows you to use the manager report options to print reports for local or national procedures, local categories, a category and procedure summary, and the old procedure summary.

#### ***National/Local Procedure Report***

This option enables you to print a report listing the national and local procedures. You can choose to print this report by active or inactive procedures.

#### ***Category Reports***

The *Category Reports* option is used to print a report on the local categories which you have established. You can print this report by active categories, inactive categories, or all categories.

#### ***Print Category and Procedure Summary***

You are able to print the event code screens sorted by DSS Units using this option. You can print one or all DSS Units and one or all categories within each DSS Unit. All procedures print for each category. This report can be generated as a procedure reference for data entry clerks.

#### ***Summary of Procedures and Categories (Old File)***

This option assists the user in creating new Event Code Screens. It enable you to print a report of the category and procedure summary from the old EVENT CODE SCREENING file. This will assist you in creating the new Event Code Screens on the EC Event Code Screen file.



If your site currently has the Event Capture pilot Version 1.6 installed, you should run the *Summary of Procedures and Categories (Old File)* option when you begin implementation. If not, begin implementation with the option *Current Locations (Create/Remove)*.

## ***Event Capture Data Entry***

The options on the *Event Capture Data Entry* menu option are used to enter procedures for an Event Capture patient. Data can be entered by individual patient and procedure with the *Enter/Edit Patient Procedures* option. A large number of patients, with a large number of the same procedures can be entered with the *Batch Enter Event Capture Data* option.

In updating the software to pass certain workload data to the Patient Care Encounter (PCE) software, additional EC system information is required. A diagnosis (ICD-9 code) and defining this procedure as an inpatient or outpatient encounter is required for that automated sharing of workload data. If an outpatient encounter is being entered, certain service related questions will also be asked during the data entry process.

### ***Enter/Edit Patient Procedures***

The *Enter/Edit Patient Procedures* option allows you to enter a procedure or multiple procedures performed on an individual patient. You are asked to enter the DSS Unit, category, procedure, patient, date and time, and ordering section. If sending data to PCE, associated clinic, ICD-9 code, and in/outpatient will be prompted. If the user marks this record as an outpatient encounter, agent orange, radiation exposure, environmental contaminants, and service connected will additionally be asked. Provider/providers and volume will be asked for all records. If category and procedure are one-to-one, that is, only one procedure was defined for that category, you will not be prompted for procedure. If DSS Unit and category are one to one, that is, only one category is defined for that DSS Unit, you will not be prompted for category.

Provider, in this option, refers to the actual provider of care performing the procedure. This provider can be a doctor, nurse, technician, or any designated team of medical professionals. You can enter as many as three providers (and corresponding provider type); however, the computer will display only the first provider entry.

### ***Batch Enter Event Capture Data***

The *Batch Enter Event Capture Data* option allows you to enter a list of procedures on a list of patients as a batch entry. If you have more than one patient who receives more than one procedure as part of a treatment process, then this option can be used to enter the process as a series of procedures on a multitude of patients.

For example, Physical Therapy may have performed six different procedures on a group of non-ambulatory inpatients as part of their rehabilitation. Instead of having to enter the six different procedures individually on each patient, you can enter the entire list of procedures for the group of patients with this option. They will then be processed in background and added to the Event Capture files.

You are asked to enter the DSS Unit, ordering section, provider/providers, provider type, date and time, volume, patients, and procedures. If DSS Unit and category are one to one, that is, only one category is defined for that DSS Unit, you will not be prompted for category. The filing process for this option takes a few minutes. If you generate a summary report immediately after a batch entry session, all the data may not be filed before the report prints. Any corrections to patient data must be entered using the *Enter/Edit Patient Procedure* option.

After immediately selecting patient, you will be prompted for information relating to this specific patient encounter if data is being sent to PCE for the DSS Unit defined. ICD-9 code, in/outpatient, and associated clinic will be prompted. If the user marks this record as an outpatient encounter, agent orange, radiation exposure, environmental contaminants, and service connected will additionally be asked.

### ***Data Entry (Batch) by Procedure***

The *Data Entry (Batch) by Procedure* option allows you to batch enter patient workload by a procedural order. If you have several patients who will receive the same procedure as part of a treatment process, then this option can be used to enter a multitude of patients for a specific procedure.

For example, Physical Therapy may perform the same treatment on six different patients as part of their rehabilitation for a non-ambulatory inpatient group. Instead of having to enter the same procedure for each patient, they can enter a list of patients that corresponds to a procedure selected under this option. In turn, this option will process the selected entries in the background and add the information to the Event Capture files.

For a given DSS Unit and procedure, users can batch enter patient data, ordering section, and volume. You are asked to enter the DSS Unit, date and time, provider/providers, provider type, category (if utilized), procedure, patient, and volume. When sending data to PCE for the DSS Unit selected, you will be prompted for ICD-9 code, in/outpatient, and associated clinic. If the user marks this record as an outpatient encounter, agent orange, radiation exposure, environmental contaminants, and service connected will additionally be asked. Ordering section will be asked for all records.

### ***Event Capture Online Documentation***

This option provides you with online documentation for the Event Capture software. You can choose either interactive help or documentation. This information can also be accessed by entering a question mark (?) and the name of the option at the option prompt.

# About Event Capture Reports

## ***Event Capture Reports***

The *Event Capture Reports* menu option contains six reports which deal with workload summaries by provider and unit. An Automated Management Information System (AMIS) summary report is also provided for you. Reports available on this menu follow.

### ***Patient Summary - Event Capture***

This report lists all procedures within a specified date range for the patient selected. It displays the patient, start/stop date of the report, procedure date/time, category (if one exists), procedure, location, service, section, ordering section, and primary provider. This report is formatted for a 132 column device.

### ***AMIS Summary - Event Capture***

The AMIS summary report can be run for all or a single location and all DSS Units or for a single DSS Unit within a specified date range. If the DSS Unit uses categories, it will list the procedures in each category and how many were performed. It will also list the total number of procedures for the unit at the bottom of the unit listing, the start/stop date of the report, and location.

### ***Provider Summary Report***

The Provider Summary report provides the number of each procedure within each category (if applicable) performed by each provider within each DSS Unit (if so desired) within each listed location (if so desired). It gives an accurate workload count for each provider within the locations listed.

This report is formatted for 132 columns and could be quite resource intensive. It is recommended this report be queued to a 132 high speed printer.

### ***Ordering Section Summary Report***

This report displays the procedures ordered by the selected ordering section. It lists the date range of the report, patient name, SSN, the procedure name, volume, and all the listed providers. It gives an accurate look at the amount of workload ordered by each ordering section.

### ***Provider (1-3) Summary Report***

The Provider (1-3) Summary lists, for a specified provider, when that provider performed a particular procedure, giving the patient name, SSN, and how many times the specified provider was listed as provider 1, provider 2, or provider 3.

It is also a valuable tool for showing workload for each provider. This report is formatted for a 132 column device.

### ***PCE Data Summary***

This Event Capture data summary lists, by patient, key information that has been sent to the Patient Care Encounter (PCE) software. The user selects the patient for which to print the data and the date range. The date and time of the procedures sent, CPT and ICD-9 codes, associated clinic and DSS ID (formerly stop code), and the provider of care are listed in this report.

Outside of the Event Capture package you can find the following three reports. These additional reports can be used to validate that your data has been sent to PCE.

#### ***Provider/Diagnosis Report***

This option is located on the *Scheduling Output* menu in the Scheduling package and provides a listing of the patients, their diagnosis (ICD-9), encounter date/time, provider, clinic, and stop code associated with the clinic.

#### ***Management Report for Ambulatory Procedures***

This option is located on the *Scheduling Ambulatory Procedures* menu in the Scheduling package and provides a listing of the patients and the CPT code entered for the patient.

#### ***Workload Report***

This option is located on the *Scheduling Output* menu in the Scheduling package and provides a listing of the patients and the associated date/time of encounter.

# Glossary

<b>Category</b>	Category provides Event Capture a common level to group associated procedures. Multiple procedures can be defined for each category.
<b>Cost Center</b>	Cost Center reveals which service is using this DSS Unit. Cost centers are defined in detail in MP4-Part V, appendix B of the Fiscal service cost manuals.
<b>Count Clinic</b>	A clinic for which workload entered is credited.
<b>CPT code</b>	Current Procedural Terminology code.
<b>DHCP</b>	Acronym for Decentralized Hospital Computer Program. This is the name of the project that develops software, installs, maintains, and updates the compatible computer systems in all VA medical facilities.
<b>DSS Unit</b>	A DSS Unit (Decision Support System Unit) defines the lowest level segment used for tracking hospital resources. These units can be a small work unit within a service or a large division within a service. Management at each facility is responsible for tailoring the DSS Units to fit its resource/cost reporting.
<b>DSS Unit Number</b>	This information is used as a short four (4) character code for additional identification for DSS Units.
<b>Event Capture</b>	Software designed to provide management tools necessary in tracking procedures not entered in other <b>VISTA</b> packages.
<b>Event Code Screen</b>	Event code screens are unique combinations of location, DSS Unit, category, and procedure that define patient procedures.
<b>ICD-9</b>	International Classification of Diseases (of the World Health Organization) codes.
<b>Location</b>	Initializing your site as a location, the Event Capture software will recognize your facility as a valid location to enter event capture data.

<b>MAS</b>	Acronym for Medical Administration Service which is now Patient Information Management System (PIMS).
<b>Non-count Clinic</b>	A clinic for which there is no workload credited.
<b>Ordering Section</b>	Ordering section refers to the medical section actually ordering the patient's procedure.
<b>Parent Service</b>	Parent service is the controlling service for a DSS Unit.
<b>PCE</b>	Software designed to collect Patient Care Encounter data.
<b>PIMS</b>	Acronym for Patient Information Management System formerly Medical Administration Service (MAS).
<b>Procedure</b>	A specific function performed on or service provided to a patient. Multiple procedures can be associated with a single category.
<b>Provider</b>	Provider refers to the actual provider of care performing the procedure. This provider can be a doctor, nurse, technician, or any designated team of medical professionals.
<b>Volume</b>	Volume is associated with the number of procedures performed. this field can also be used to track time actually spent performing the procedures.
<b>VISTA</b>	Acronym for Veterans Health Information Systems and Technology Architecture.



## Appendix A: Using PCE at your Site

If Patient Information Management System (PIMS) (formerly MAS) at your site schedules appointments for the same patients for which you enter Event Capture data the following is a suggested method of preventing duplicate data from being entered into the Scheduling and PCE files.

1. Create a non-count clinic with the appropriate DSS Stop and Credit pairs. A non-count clinic is defined as one for which there is no workload credited. This is done via the *Set Up a Clinic* option in the Scheduling software. PIMS (formerly MAS) makes appointments in this non count clinic. The clinic name should be clearly identified, for example Social Work (NC). PIMS (formerly MAS) will be able to print pre appointment letters and appointment lists.
2. Create a count clinic with the same DSS stop/credit pair. A count clinic is defined as one for which workload entered is credited. Associate this clinic with the Event Code Screen and DSS Unit. This is the clinic that Event Capture will use to pass the workload to PCE. By passing data from Event Capture to PCE, you will also be sending the data to Austin where it is filed in the National Patient Care Database (NPCD). This clinic should be clearly identified in the name to differentiate it from the non count clinic, for example Social Work (C).
3. If PIMS (formerly MAS) does not schedule appointments for these patients, then you need only follow item 2.
4. Coordinate and review the above with those who use Event Capture as well as with Scheduling and PIMS (formerly MAS) staff.



## Appendix B: Summary of the PCE Filing Process

Each DSS Unit should be edited to update the SEND TO PCE information. If a DSS Unit is marked to send data to PCE, then when creating or editing event code screens defined for this DSS Unit will display an ASSOCIATED CLINIC prompt.

An associated clinic should be defined for each event code screen defined for DSS Units marked to send data to PCE. For entering new event code screens, use the *Event Code Screens (Create)* [ECSCREEN] option. For existing event code screens, use the *Procedure Synonym/Default Volume (Enter/Edit)* [ECDSSYN] option. These associated clinics will be displayed to users during data entry processes.

The data entry options *Enter/Edit Patient Procedures* [ECPAT], *Batch Enter Data by Patient* [ECBATCH], and *Data Entry (Batch) by Procedure* [ECBATCH PROC] are updated to ask users the PCE required prompts. The DATE/TIME OF PROCEDURE field (#2) now requires time as part of every procedure date. Each patient record entered must include a diagnosis code (ICD-9), an inpatient/outpatient indicator, and an active clinic. Users manually entering this data must answer diagnosis, determine an inpatient or outpatient status, and accept the default clinic or select an active clinic. If it is an outpatient encounter, users are also prompted to answer agent orange exposure, ionizing radiation exposure, environmental contaminants exposure, and related service connection.

After the PCE prompts are answered, all appropriate patient records are formatted to file with PCE. This formatted data string is stored in the PCE DATA FEED field (#30). The flag to file this record is then set in the SEND TO PCE field (#31). These fields exist in the EVENT CAPTURE PATIENT file (#721). The nightly scheduled EC NIGHT option will file the data with PCE and store a pointer to the corresponding visit created in the VISIT file (#9000010). Patient data records that have been filed with PCE and are later edited or deleted in the EC system will automatically send an update to PCE. For those records that should be filed to PCE but are not sent due to missing or incorrect data will store a reason in the REASON file (#33).

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